



STATE OF INDIANA

Request for Information 11-F

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf Of

INDIANA CRIMINAL JUSTICE INSTITUTE

Solicitation For:

Enforcing Underage Drinking Laws Coordinator

Response Due Date: April 25, 2010

Steve Webb, Strategic Sourcing Analyst
Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W468
Indianapolis, Indiana 46204

REQUEST FOR INFORMATION 11-F

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA) in conjunction with the Indiana Criminal Justice Institute (ICJI). This RFI requests responses for an Enforcing Underage Drinking Laws Coordinator. ICJI intends to award a contract resulting directly from this RFI.

BACKGROUND

ICJI is especially interested in procuring a Contractor/Agency that will coordinate Enforcing Underage Drinking Laws activities across the State of Indiana. The ICJI would like to have a contract in place by June 1, 2011.

SPECIFIC NEEDS

ICJI seeks creative, high-level responses to the RFI components. ICJI is especially interested in receiving the following information from each respondent's RFI submission:

- Respondent's qualifications and related experience necessary to coordinate and implement Enforcing Underage Drinking Laws activities as outlined in the grant application to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) across the State of Indiana
- Qualifications and related experience necessary to provide coordination and implementation of underage drinking enforcement in accordance with the plan submitted to OJJDP (This plan is currently pending federal approval, but is offered as a reference in Attachment A)
- Agreement to meet contractual requirements
- Demonstration of corporate/financial stability and industry presence
- Comparable project references of similar scope and size

COST

Please provide a cost to the state to complete the program as outlined above. Respondents' cost should be all inclusive, as no additional costs will be considered after the award is made and a contract is signed.

RESPONSES

Firms interested in providing information to ICJI should submit a hard-copy and CD original and 3 copies of the written response to:

**Steve Webb, Strategic Sourcing Analyst
Indiana Department of Administration
Procurement Division
402 West Washington Street, Room W468
Indianapolis, IN 46204**

Responses must be received no later than **3:00 p.m. Eastern Time on April 25, 2011.**
The outside of the package (envelope or box) should be clearly marked:

“RESPONSE TO REQUEST FOR INFORMATION 11-F”

Any questions regarding this RFI must be submitted to the above address. Questions may also be submitted by fax at (317) 232-7312 or by e-mail to rfp@idoa.in.gov no later than 3:00 p.m. Eastern Time on April 8, 2011. Responses to all questions will be promptly prepared through a cooperative effort of IDOA and ICJI. A copy of each question and answer will be posted to the State of Indiana website <http://www.in.gov/idoa/2788.htm>

Please note that Steve Webb is the state’s single point of contact for this RFI. Inquiries are not to be directed to any staff member of ICJI. Doing so may result in disqualification of your proposal.

Responses will be considered public information once a contract award has been made.